



## TOWN OF SOUTHERN SHORES PLANNING AND CODE ENFORCEMENT

5375 N Virginia Dare Trl, Southern Shores, NC 27949  
(252) 261-2394 phone (252) 255-0876 fax

### **BUILDING/FLOODPLAIN DEVELOPMENT PERMIT**

This packet and other pertinent information is available for download by visiting the  
Town's website at: [www.southernshores-nc.gov](http://www.southernshores-nc.gov)

Copies may also be obtained from the Planning and Code Enforcement Department  
located at Town Hall.

Office hours are 8:30 AM to 5:00 PM, Monday – Friday

This packet provides instructions, checklists, forms and applications required to process  
a Building, Zoning, Floodplain, and/or Lot Disturbance Permit for development including  
but not limited to:

- **Single Family/Duplex/Multi-Family Development** – Includes new construction, additions/expansions, remodel/renovation/repair, enclosures, storage
- **Commercial Development** – Includes new construction, additions/expansions, remodel/renovation/repair, storage, changes of use
- **Accessory Structures** – Includes pools, storage buildings, gazebo, dune decks, tennis courts, garages, docks, piers, boat lifts, outdoor showers, HVAC and pool equipment stands
- **Bulkheads, Retaining Walls**
- **Pool Barriers and Fences**
- **Signs**
- **Driveways, Parking, Expansions or Reconfigurations**
- **Lot Disturbance**
- **Demolition**
- **Electrical, Mechanical, Plumbing and LP Gas work**

A complete Development/Floodplain Permit Application provides all of the information  
necessary for the Code Officials to determine conformance with the provisions of the  
Town Ordinance and NC State Building Code regulations. For an application to be  
accepted as complete, please refer to the requirements in the Development/Floodplain  
Permit Submittal Checklist. Upon receipt of a complete application, plan review will  
then be conducted.

### **HOMEOWNERS ASSOCIATION COVENANTS**

Although the Town of Southern Shores does not enforce or consider the effect of  
covenants in the various subdivisions of Southern Shores, applicants for a development  
permit should be advised that their building plans may be affected by subdivision  
covenants and are advised to consult with the appropriate Property Owners'  
Association. A list of Associations and contact persons is included in this packet. **You  
are strongly urged to obtain approval from the appropriate association before you  
apply for a permit and begin construction. Failure to do so could result in legal  
action by the association to enforce the covenants.**